

HKVCA Region Getting the plaque:

No matter where the request for a plaque originates from (venue, region, etc.) confirm the HKVCA Commemorative Plaque page has been *read* AND further questions have been asked.

- **Staples**- is the supplier of the plaque. Please order by emailing Alireza.

Alireza Hashemian Account Consultant, Print Services Alireza.Hashemian@staples.ca

1. a minimum of 2 to 4 weeks from confirmation of the order by Staples delivery to the closet Staples to the venue.
2. the **venue** is to confirm prior to the HKVCA region person ordering from Staples:
 - the closest Staples address & store # prior to the HKVCA region person ordering the plaque.
 - Vertical or horizontal plaque
 - English or French plaque
 - Name and phone number of approved pick up person from the venue
 - Date and plans of installation of plaque
3. HKVCA region person orders from Staples. The HKVCA region gets the order confirmation from Staples usually within 24 to 48 hours. If not, the HKVCA region should follow up ASAP with Staples.
4. HKVCA region submits the Staples invoice to the HKVCA National treasurer for reimbursement.

FAQ from venue emails:

- The cost- FREE. A few potential venues have come back and ask the cost, so they haven't read the website link.
- Are there Veterans born, worked, passed away, buried, connected to the venue. Emails to plaques@hkvca.ca can show *you* how to send links about the veterans. More help is available if time permits.

Installation (note- not absolutely important BUT possible)

- HKVCA region membership person could invite the regional membership if the venue agrees
- A suggested 'agenda' for the dedication ceremony of a plaque see Plaque main page.
- HKVCA region can post a Facebook invitation on our group and page or email details to plaques@hkvca.ca

- The HKVCA region could consider providing handouts such as the Gov't booklet with HKVCA & website address labelled on it, HKVCA Memorial wall post card, Gander or Nurse bookmarks with website address on it
- Other?

After installation (region to confirm)

- Location, name of venue of installation emailed to plaques@hkvca.ca for update of the web page list of commemorative plaques.
- Send for publication to plaques@hkvca.ca images on HKVCA newsletter, Facebook and Instagram. Permission & Name of photographer as well as people /titles in the pictures are necessary. A blanket request for permission to installation audience should suffice.

Notes-

1. Installations in the planning stage should be brought to the HKVCA plaques@hkvca.ca attention. Having these listed helps with plaque planning.
2. If you know the community or HKVCA people in the community- reach out to them directly. Example- a legion might already have a plaque. Do you know of other venues in that community that might also be interested: a military museum? A school? A sports complex?
3. The HKVCA commemorative plaque can be purchased by a private person. At the going rate from the supplier for the finished product delivered to the closet supplier to that private person. As of January 2026, it was about \$170.00. Shipping and tax are not included. Quote ahead.